



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules and
the Judicial Branch Personnel Rules)

Posting #AOC0802N20

Casual/Seasonal- Human Resources Dept.

Opening Date: August 21, 2020

Closing Date: Until Filled

Salary: \$15-19 per hour (not to exceed 29.5 hours per week)

Recruiting For: Administrative Office of the Courts

Location: City of Wilmington (Please check this location on your application)

Summary Statement:

This position is responsible for performing a wide variety of clerical work to support the administration of the Human Resources Department for the Administrative Office of the Courts.

Nature and Scope: Reporting to the AOC Human Resources Specialist, this position is responsible for performing human resources activities and providing support to the Supreme Court, Court of Chancery, Administrative Office of the Courts, and related agencies. This position will be responsible for performing entry level para-professional human resources work to support the administration of the human resources function. Work will involve the processing of human resource transactions primarily in the areas of pay, benefits and applicant services that require specific application of Judicial Branch rules, state/federal human resource program requirements, and department/agency policies and procedures. As experience is gained, a progressively expanding range of human resource transactions are processed.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet one of the following qualifications. Failure to do so will result in a rating of "not qualified." Resumes may not be substituted for the application.

- Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field.

OR

- Possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification OR for current State employees, the Statewide Human Resources Certification.

OR

1. Six months experience in processing human resource transactions in areas such as pay, benefits, applicant services, labor relations or employment practices in accordance with laws, rules, regulations, policies and procedures; providing guidance and information to others; researching and resolving problems.

AND

2. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Preferred Qualification: Applicants who do not possess the preferred qualification will still be eligible to compete for this position if one of the minimum qualifications above is met.

1. Knowledge of, and experience with, PeopleSoft human resources/benefits/payroll products, in particular the State of Delaware PHRST system.
2. Experience in utilizing Excel.
3. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@delaware.gov (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**